

## LICENSED INTEGRATOR NEW INSTALLATION CHECKLIST

Effective 10.2.2020 | Data subject to change without notice

NEW SYSTEM LOCATED AT: \_\_\_\_\_

This document is intended to be used as a guideline and checklist for all of the relevant documentation and steps that need to be completed and tracked over the course of a BluePoint system installation, from after a sale is made through the final commissioning of the system and Owner training.

### PRELIMINARY DOCUMENTATION

Once a project has been sold and approved to move forward, there are preliminary steps the Licensed Integrator (L.I.) is required to take to prepare the relevant paperwork for the job.

	COMPLETE	DATE
#1 Complete a site visit to verify all final Device Locations and Descriptions using the <b>Building Survey Guidelines &amp; Template</b> . <b>Forward this document along with a pdf copy of the L.I. Device Layout Drawings (with Pull Stations &amp; Repeaters clearly marked and numbered) to <a href="mailto:newaccounts@bluepointalert.com">newaccounts@bluepointalert.com</a>. Also be sure to include a clean/un-marked copy of the drawings for this facility in PDF form for use in creating the C2 'Floorplan' feature.</b>	<input type="checkbox"/>	_____
#2 Once a final device count has been verified, complete the <b>New System Parts Order Form on the BluePoint Integrator Portal</b> so that the parts can be labeled, tabulated, and shipped.	<input type="checkbox"/>	_____
#3 Send the Client the preliminary documentation needed for the Monitored Account setup and C2 database: the <b>C2 Contacts Template</b> and the <b>System Monitored Account Client Questionnaire</b>	<input type="checkbox"/>	_____
#4 Upon receiving the <b>C2 Contacts Template</b> back from the Client, <b>forward to <a href="mailto:newaccounts@bluepointalert.com">newaccounts@bluepointalert.com</a> and then complete the New Organization C2 Pricing &amp; Setup Form which can be found on the BluePoint Integrator Portal</b> . This form will dictate the maximum number of C2 contacts allowed for the site and the annual amount owed to BluePoint by the Licensed Integrator.	<input type="checkbox"/>	_____

- #5 Next, fill out and send to the Client the following documents for their review, approval, and signature:
  - \***Command & Control (C2) / Monitoring Agreement**
  - \*Service & Annual Inspection Agreement (directly between the Licensed Integrator and the Client, not a BluePoint document) \_\_\_\_\_
  
- #6 Once signed copies of the **Command & Control (C2) / Monitoring Agreement** and Service & Annual Inspection Agreement have been countersigned by the Client, **forward copies to [newaccounts@bluepointalert.com](mailto:newaccounts@bluepointalert.com) for filing.**
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## SYSTEM INSTALLATION & PROGRAMMING

- #1 Upon Client approval of L.I. Device Layout Drawing and once you've received the BluePoint parts for the job, begin installation of the system. This would include mounting all Pull Station back-boxes & signs, mount & wire all Strobes and head-end components & peripherals. Utilize the **Bosch System Installation Guide** as needed. BluePoint does not recommend installation of the Pull Stations onto back boxes until the enrollment process is complete as detailed in the guide.
  \_\_\_\_\_
  
- #2 Receive relevant programming files back from BluePoint. This should include the Bosch RPS Program and the partially filled in **Device Checkout Template**.
  \_\_\_\_\_
  
- #3 Use the **Bosch Programming & Testing Guide** to complete sections 1 thru 5 within that document. Upon completion of those steps, **send back to [newaccounts@bluepointalert.com](mailto:newaccounts@bluepointalert.com) the completed Device Checkout Template and the New System Certification Form**. If any changes needed to be made to the RPS program during this process, be sure to also **export an updated copy of that file as well**.
  \_\_\_\_\_

## COMMISSIONING & TRAINING

- |    |  |                          |       |
|----|--|--------------------------|-------|
| #1 | BluePoint will review the files sent back and the account activity from the device testing to verify that all system functions are working properly. Once verified, BluePoint will send back an executed copy of the <b>New System Certification Form</b> . This will serve as approval to proceed with section 6 of the <b>Bosch Programming &amp; Testing Guide</b> document - 'System Commissioning & Owner Training.' Coordinate closely with BluePoint to complete these steps.                 | <input type="checkbox"/> | _____ |
| #2 | Facilitate and coordinate any follow-up training that may be required with the Client and local Law Enforcement Agency for system hardware and C2 portal/notifications.  | <input type="checkbox"/> | _____ |
| #3 | BluePoint will send a <b>BluePoint User Manual</b> close-out file for the job. Please review and add any supplemental documentation relevant to your company to the document and forward copies to the Client.   | <input type="checkbox"/> | _____ |
| #4 | Only once all other items have been successfully completed, <b>email a request to <a href="mailto:newaccounts@bluepointalert.com">newaccounts@bluepointalert.com</a> to take the account out of Test Mode</b> . Once complete, a confirmation email will be sent back, at which time the Owner should be informed that their system is LIVE. <b>The system cannot be taken out of Test mode until all work is complete and all documents have been properly completed and returned to BluePoint.</b> | <input type="checkbox"/> | _____ |

## BLUEPOINT EXCLUSIONS

*The following items are expressly excluded by BluePoint and should be handled (if needed) directly between the Licensed Integrator and the Client.*

- \* The BluePoint system comes equipped with a dry contact relay located in the control panel enclosure that will trigger in the event of an alarm activation, but whatever the Client chooses to do with that relay is the responsibility of the Client, the Licensed Integrator, and the vendors for any systems to which that relay is connected. Examples of this might include PA / Loudspeaker systems, Phone systems, and Door Access systems. BluePoint utilizes an Altronix RBSN module to achieve this connection, but the wiring/termination/programming changes/etc. associated with any other systems must be completed by others.
- \* While BluePoint is not involved/named in the Service & Annual Inspection Agreement for the new system (it is directly between the Licensed Integrator and the Client), it is required that this document be completed and signed prior to taking the system live. If the L.I. would like to see a sample of such a document used by other BluePoint L.I.'s, one can be provided upon request.